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BRIEF NOTES OF INSPECTION OF THE SECRETARIAT BY THE DEWAN ON THE 1st JULY 1925.

CONFIDENTIAL BRANCH.

The Manual of Work and Procedure of the Confidential Branch, which was compiled by Mr. Matthan, has not yet been printed. This should be done at once.

This Branch has 1 Superintendent and 5 clerks and 1 Steno-typist who works as the Chief Secretary's personal clerk. The two First Division Clerks are both graduates. The total number of files received in the Branch during 1924-25 is 206. Besides, they prepared 480 Council Cases of which all but 15 were disposed of. Of these, 116 were disposed of by Circulation, 233 by Resolution and 126 by note. The Dewan next inspected the Registers. These are written upto-date. There are 6 cases brought on the Suspend List of which the Dewan noticed No.5 relating to Mr. M. Seshadri, Assistant Commissioner. This case has been brought on the Sus List in March 1925 and should have been expedited. Personal cases of this nature should not be kept on suspense without being brought up for disposal without delay. The same remark applies to Case No.6 relating to Electrical Accountant, Gurusami Mudaliar.

The statement of all papers submitted to Dewan and Members of Council and disposed of by them has been submitted only up to March 1925. Those relating to April and May are overdue. Explanation is necessary as to why these have not yet been submitted, although His Highness returned to Mysore about the end of May. There is a Register of Council Cases but the form is not prescribed and is not useful to watch circulation. The boxes in which cases are sent to Members should be repaired. There is a Register of Confidential collections kept in the Chief Secretary's room. Cases are brought on this after they are disposed of. But before disposal they are dealt with in the ordinary registers. This is objectionable. Ordinary cases and confidential cases should be separately registered and dealt with under the rules. The custody of confidential papers should be with the Chief Secretary himself and not with the Superintendent.

GENERAL & MISCELLANEOUS BRANCH. This Branch has 4 Sections and a strength of 18 including the Superintendent. Of these, 5 are in the First Division and the rest in the Second. It would seem that the Branch is over-manned; the Chief Secretary is requested to investigate if any retrenchments in the establishment are possible. One of the First Division Clerks, Mr.G. Sitaramiah, is on long leave and the benefit of the vacancy has gone to a clerk of some other Branch in the Secretariat.

The Branch has been last inspected by the Under Secretary on the 20th June. The total number of papers received during the month of May was 431, and of these, all but 86 have been disposed of. Fifteen of the pending cases are said to be over three months old. The Sus cases for the Branch number as many as 156. Eight of the 67 cases are said to be pending for over 6 months. The number of cases brought on the Suspend Register is also very large and is chiefly due to the incomplete reports received from Heads of Departments. A Circular letter --- should be addressed to all Heads of Departments pointing out the delay caused by the submission to Government of incomplete reports.

The Dewan next inspected the Sus Cases of the Palace and Political Section and examined in detail some of the files. He observed that in File No.G.6665 which is pending from 28th February 1925, reminders should have been sent more frequently. No reminders also seem to have been sent in the case of File No.Pol.807 relating to the use of Mysore Receipt --- Stamps in the Civil & Military Station which is an important matter. The Dewan will be glad if the Under Secretary who is in charge of the Section will personally check the reminders issued every week with a view to -- expediting these important cases. Some of the files relating to the Food Supply accounts should be disposed of very early.

In the Military Branch, about 290 files were dealt with during the -- last year. Most of these relate to grants of land to military men and delay in several instances ~~will retard disposal if regular reminders were not sent.~~ was noticed. Deputy Commissioners should be regularly reminded.

The Chief Secretary is requested to investigate if the Palace and Political Section may with advantage be included in the Confidential Branch as it deals with important correspondence with the Residency and the Palace and submit a note.

1ST JULY 1925.

LOCAL SELF-GOVERNMENT BRANCH.

The Branch has a strength of 11 hands excluding the Superintendent and 2 typists, of whom 7 are in the First Division and the rest in the Second. There are three Sections, Municipal and District Fund, Medical and Sanitary. The division of work in the Local Self-Government Section is according to Districts and not according to subjects dealt with. This is a very inconvenient arrangement as every clerk is expected to be familiar with all the classes of cases relating to their respective Districts and the result is a want of specialisation and uniform inefficiency. This arrangement also makes for difficulty in supervising every clerk's work and must cease. The receipts and issues in this branch are 8,373 and 9,254, while the total file headings are only 469 for the whole year of 1924-25. The total number of Sus Cases in this branch is 272 , which is very -- large. These figures show that a lot of unnecessary correspondence goes on in this branch and that supervision is lacking.

The Dewan next inspected the files relating to Audit Reports of the accounts of the several local bodies. The special audit staff of the Comptroller has a definite programme for taking up the audit of the various -- bodies but the replies to audit reports are mostly overdue. Reminders are sent by the Comptroller to the various bodies through the Government. This procedure does not check delay. Once the audit reports are issued, this branch should take up the work of reminding the local bodies under its control and expedite the replies. At present there is no proper system of reminders for speeding up this important work. The Dewan then inspected the Sus Cases of the Local Boards Section, numbering 265. The files show that the system of indiscriminate linking of remote subjects has led to a lot of delay, e.g., the vaccination question in Sira. This file has been linked to the general question of the supply of serum and is unnecessarily delayed. Particular and general questions should not be confused in this manner. A general order seems necessary forbidding the practice of linking up files without the orders of either the Members or the Dewan.

Secretaries are requested to bring to the notice of the Dewan and Members every such case of linking for orders. Another bad case of linking up which came to the Dewan's notice is one relating to Lady Medical Officers. Three separate questions are confused in this file. In the Medical Branch the number of sus cases is 27 of which one relating to the Draft Medical Code is pending from 1911. The progress in the matter of issuing the budgets of local bodie's is very slow. A weekly progress report should be sent to the Dewan specially till all the orders are issued. The budget of the Mysore District Board has been received a month ago and has been taken home by the clerk, apparently without any permission from the Assistant Secretary.

The work of this branch is very unsatisfactory, and unless improvement is shown, notice will have to be taken of the Superintendent.

4th July 1925.

PROTECTION BRANCH:-

This branch has a strength of six first division and five second division clerks with two typists. The superintendent and two clerks were on leave on the date of inspection. The branch has seven sections. The receipts and issues number 5,581 and 7,033 while the total file headings are 843. The number of cases pending is 114 while as many as 123 cases are in Sus list.

The Dewan inspected the work of the two clerks recently transferred from this branch to the Secretary Legislative Council and Representative Assembly. The file headings of the L.C clerk are 57 for the year 1924-25 while they were 433 for the previous year. The main cause for this decrease is that much of the work done by this clerk is now being dealt with by the Secretary L.C. The Dewan looked into the subjects of the file headings for the year 1924-25 and was of opinion that much of the work should go to the Secretary, Legislative Council. The Economic Conference clerk had only 30 files to deal with in 1924-25. There is not enough work for this clerk. He is said to be doing compilation work also. This work consists of compiling the ~~xxxixxx~~ rules framed under the various Acts in force, reprinting exhausted volumes of the Mysore Code, maintenance of an up to date lists of enactments in force and printing of "A" files relating to legislative measures. The work was taken up in 1919 and under the first item mentioned above, three volumes of rules have been issued bringing up the work to 1900. The fourth volume up to 1912 is under print and the fifth upto 1918 under compilation. The work is no doubt import-

important but it should be possible to do it as part of the normal work of the branch with a little readjustment.

In the legislative branch, there were 51 file headings of which 139 were opinion cases. All this work is done by the Secretary personally. There were 11 cases on the sus list of which No.1 relating to a suit notice is pending from March 1925. The Dewan next inspected the section dealing with suits against Government. In 1924-25, 52 suits were filed against Government of which 24 are pending. But there is no special register kept for watching the action taken in these suits. A register of suit notice is said to be kept in the General Miscellaneous section, under the Chief Secretary as he receives all notices on behalf of Government. The Dewan observed that this branch should properly keep such a register as it deals with all the stages of its subsequent progress. The notices are sent to the administrative departments concerned for a statement of material facts. A time limit should be prescribed within which these statements should be prepared and submitted. On the termination of a suit, decrees are sent to the departments concerned for execution in accordance with law. The responsibility of recovering costs also rests on the departments. But at the same time, the register kept in the Branch should show at a glance the stage at which every case is pending as it is mainly the business of this branch to watch all such cases to a successful termination. The returns sent by the different public prosecutors club together

all kinds of cases filed and does not serve this purpose. A proper register should be devised ~~to~~ for exercising close scrutiny over the execution of decrees and recovery of costs by the departments concerned.

In the Police Section as well as the Courts Section, the number of cases on the Sus list is large being 35 and 45. No.94-24-6 relating to an enquiry into the conduct of Inspector Fida Hussein is pending from January. Personal cases of this kind should be expedited by stringent weekly reminders and there is no use in shelving them in Sus list. The reminder sheet should be scrutinised by the Assistant Secretary every week and heads of departments should be reminded demi-officially if necessary.

EDUCATION BRANCH:-

This branch also includes the Central Recruitment Board section and has ten clerks and two typists. The receipts and disposals are 4,786 and 7,535 while the total number of file headings is only 213. The number of Sus cases is 342 which is very large. This shows that a lot of unnecessary correspondence goes on in this branch also without any definite purpose. The Dewan inspected in detail some of the sus cases. There are four pending in respect of 1923-24-No.168 the oldest relating to the audit of accounts of the Government Book Depot, pending from 17th November 1923. The last reminder was sent on 25th June 1925. The last inspection of the branch seems to have been conducted by the Asst. Secretary on the 29th June 1925. The Dewan also observed with reference to sus cases 171, 205 and 175 that additional information had been called for from the Inspector General without the approval of the Chief Secretary. The duty of sending intermediate references without authority of the Secretary should not be exercised. The receipts and issues in the Central Recruitment Board section were 1405 and 2225. The number of vacancies advertised was 1406 for which 9272 applications were received in the priod from ~~the~~ July 1924 to May 1925. Reports relating to 783 appointments have been received in the Section.

OFFICE OF THE SECRETARY LEGISLATIVE COUNCIL AND REPRESENTATIVE ASSEMBLY.

The Secretary has one superintendent and three clerks and two more have recently been transferred to work under him. There is no distinct distribution of work. There are no cases pending but 25 are in sus list. No arrangements for recording seem to have been done in this office. The Secretary is requested to give his immediate attention to this work.

The room allotted for this office seems to be too small to accommodate the six hands.

INDUSTRIES AND COMMERCE BRANCH:-

This branch has a superintendent and sixteen hands and seems to be overmanned. The receipts and issues were 6438 and 8693 for the whole year while the number of file headings opened was 1754. The number of sus. cases is 191.

The Chief Secretary is requested to examine the receipts and issues of every section of the Secretariat and investigate if all the hands have sufficient work and whether any re-adjustments are possible for a more even distribution of work.

REVENUE BRANCH:-

The receipts and issues in this branch are 6,925 and 7653 and the file hadings are 509.

The branch has a strength of 14 excluding the Superintendent.

The Dewan inspected the file relating to the fodder supply advances in the year 1924-25. It is necessary to take immediate action to close the accounts finally.

GENERAL:-

Figures are appended showing the receipts and issues of the several branches for the last three years. The work ~~of~~ in the Secretariat has decreased in volume. With this decrease, however, there is no corresponding improvement in efficiency and despatch of work.